

MONROE COUNTY

JOB DESCRIPTION

Position Title: Nutrition Program Site Assistant

Date: 08/06/99

Position Level: 3

FLSA Status Non-Exempt

Class Code: 3-5

GENERAL DESCRIPTION

Responsible for assisting the Site Manager in the daily routine of the Site and Home Delivered Services. Reports directly to the Nutrition Sr. Administrator.

KEY RESPONSIBILITIES

1. Receives all deliveries and ensures they are correct as ordered.
2. Ensures correct meals storage and stock rotation.
3. Maintains accurate inventory of delivered meals and supplies, and informs Site Manager of the need to order meals and or supplies.
4. Helps Site Manager with daily logs.
5. Assists with the heating and serving of the meals. Prepares dining room for lunch and helps with cleaning after lunch.
6. Helps participants to and from the transportation vehicle.
7. Assists the Site Manager in the delivery of Homebound meals if needed.
8. Substitutes Site Manager when needed.
9. Remains on call 24 hours a day to assist in disaster preparedness procedures when Project Director and/or Social Services Director deems necessary.
10. Maintains confidentiality of participants.
11. Performs other similar and related duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	2 years to 3 years prior related work experience preferred. Previous experience working with the elderly preferred.
<i>Impact of Actions:</i>	Decisions and impact are normally limited to position.
<i>Complexity:</i>	Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contact with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires intermittent sitting, standing, stooping. Moderate lifting or carrying 25-50 lbs. Regular exposure to moving machinery and/or vehicles.
<i>Licenses, Certification or Registration:</i>	Valid Florida Drivers License and have access to an automobile. Certification in CPR and First Aid preferable, or must be able to pass courses for certification.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____